

NBYC BOARD MEETING MINUTES, January 21, 2020

The regular monthly meeting of the New Bern Yacht Club Board was held on January 21, 2020, at the Clubhouse.

Those present were as follow: Tim Broderick, Sam Bidwell, Link Bonforte, Glenda Decker, Tom Hartman, Sarah Kerner, Lucy Lichty, Arnie Litteken, Bill McHale, Mike Ott, Bob Yeaton, and Walt Kerner (guest).

Bill McHale, Commodore, opened the meeting at 3 p.m.

The Commodore recognized Sam Bidwell, who briefly summarized the final proposal for a slip with a lift to be placed on the Club's dock. Walt Kerner, currently the only member who has indicated a willingness to invest in a lift, was in attendance. Sam referred to a breakdown of the upfront costs involved (see attachment 1). This information, along with a copy of the proposed "Slip with a Lift" lease agreement was emailed to Board members prior to the meeting. Sam recommended that the Board approve the proposal. Tom Hartman moved that the Board accept the proposal. The motion was seconded by Mike Ott and passed. Walt Kerner said he is ready to go ahead with this agreement and volunteered his assistance wherever needed.

Commodore's Report:

Bill McHale welcomed new board members. He called for corrections and/or additions to the December 17, 2019 minutes, which had been emailed to Board Members in advance of the meeting. Mike Ott moved to approve as written. The motion was seconded and passed. Who has possession of the Club's seal was asked. Glenda Decker will contact Jim Smithwick regarding this matter.

The Commodore reported the following:

- Meetings will continue to be conducted using *Robert's Rules of Order, 11th Edition as interpreted by Roberts Rules for Dummies, 3rd Edition.*
- Committee assignments and a website contact list have been emailed to Board Members..
- A New Member Reception hosted by the Club's Officers was held on January 18th. The purpose of this reception was to welcome members who have joined the Club within the past two years in a small group environment. Ten new couples attended. Over an informal dinner, Board Members interacted with new members and elicited feedback about the club and its activities. One of the outcomes is the formation of a "new member committee" to assist with the integration of new people. Debbie Hatt has volunteered to chair this committee. Barbara Bidwell and Susan Broderick offered to assist.
- During discussion by the Board, it was suggested that the Club have more small get-togethers such as the Club's "Dining In," give an orientation to the Clubhouse, and provide a new member packet of information. Sarah Kerner volunteered to place more "new member" activities on the Social Calendar.

Vice Commodore's Report:

Link Bonforte reported the following:

- The property committee has put together a budget. Additionally, they have posted the clean-up and snack assignments on the Clubhouse bulletin board as well as on the Club's website.

- A termite inspection has been conducted. No termites were detected, but the inspector recommended a “booster” treatment. Link suggested that, because of cost, we take care of monitoring the Clubhouse for any sign of termites and/or other pests.
- Completing cleaning and staining the docks is contingent on warmer weather.
- An update of the rental agreement form for non-member groups has been undertaken. Bob Yeaton distributed a handout explaining how potential renters can access this form on the NBYC website, along with the rental brochure and the general rules and regulations for renters. There are five rentals on the books so far this year.

Rear Commodore’s Report:

Mike Ott reported that the following dates have been scheduled: Shake-Down Cruise to Beaufort, NC, April 24-25; Cruisers’ planning meeting, February 13; Cruisers’ Dinner, March 28; and Cruise to Washington, May 15. The All standard cruise destinations and dates have been submitted to Jim Smithwick for publication in the Directory.

A draft of the “Cruise Captain’s Guide” was given to the Board for feedback. This will be published on the Club’s website when finalized.

Treasurer’s Report:

Sam Bidwell reported the following:

- Our end of 2019 bank balance was \$33,770, of which \$18,247 was 2020 dues. This left \$15,523 cash on hand. Income was slightly ahead of budget primarily due to fundraising and social events which served to offset lower slip rentals. Expenses were significantly above budget primarily due to maintenance expenses following Hurricane Florence.
- Our January 2020 bank balance is \$39,719. We have 59 memberships, having had 9 resignations. We are beginning the year with 2 new memberships in January and one in February. The 2020 budget is due by March.
- The 2019 tax return has been filed.
- The new officers will need to complete signature cards at the bank.

Mike Ott moved that we accept the report. Sarah Kerner seconded. The motion was passed.

(See attachments that were emailed to Board Members in advance of the meeting: (2) 2019 NBYC Operating and Cash Flow Statement and (3) January 2020 Operating and Cash Flow Statement.)

Past Commodore’s Report:

Tim Broderick asked Sam Bidwell what should be done with a Club credit card in his possession. Sam Bidwell, as treasurer, also has a card. Sam suggested that Tim activate the card and do nothing with it until next year as both cards will be cancelled when a new treasurer takes office.

Secretary’s Report:

Glenda Decker stated that as new secretary, it would be helpful to have reports in writing whenever possible. She referenced the handouts which have been distributed so far.

Bill McHale stated that we need to find a member who can assume responsibility for the Club Roster. Jim Smithwick, as secretary, has kept it current for the past two years, using it in preparing the Directory, printing membership cards and maintaining other pertinent information on the members. The point was

made that this responsibility should be undertaken by someone who can do it for several years. Sam Bidwell expressed similar concern about transitioning to a new Treasurer at the end of this year.

Directors' Reports:

Bob Yeaton reported that he has spent time on the website rental information shared earlier in the meeting. Lucy Lichty expressed concern that the Club's rental space does not come up on the internet when people do a Google search for rental venues in the New Bern area.

Tom Hartman reported on new membership applications and status. Sam Bidwell confirmed that all was in order for the upcoming initiations. Concern was expressed that those initiated in February will not be in the Directory. Tim Broderick suggested that sponsors of new members be updated on their responsibilities. In the past the Club has created written suggestions for sponsors.

Sarah Kerner reported that she is close to finalizing the Social Calendar for 2020. She shared events planned with the Board and will publish the Calendar in its final form in the Directory and on the Club's website.

Arnie Litteken had no report.

Lucy Lichty gave a PR Committee Update. She has met with *Sun Journal* representatives and alerted them about the Change of the Watch and the Blessing of the Fleet. The picture and caption submitted following the Oriental Christmas Parade still has not been printed. Lucy's priority is publicity about club rentals. She has asked Jacqueline Douglas and Lynne Nielson to assist her. She sought guidance from the Board about advertising the availability of the Yacht Clubhouse as rental space in the Business Card Directory of the *Sun Journal*. After discussion, conclusion was reached that the Club is better served to rent via word of mouth and referrals.

Old Business:

Tim Broderick reviewed the issue of dues for single memberships which came before the Board in November and December, 2019, after Bob Mangan approached Tim concerning the dues rate for single members. Bob thought the dues rate for single members should be more equitable as compared to a family membership. (Secretary's note: current single memberships are two third of the cost of a family membership.) The Board's consensus was that dues for single members should probably be re-evaluated. Sam Bidwell suggested that, when dues are evaluated for 2021, we should consider changing this rate to half that of a full family membership. Bill McHale agreed and recommended we evaluate this in October when the Treasurer makes his recommendations to the Board for any changes in dues structure for the next year. Bill McHale will contact Bob about the Board's desire to re-evaluate the issue in the fall.

New Business:

Tim Broderick relayed a request from Tom Mundie's daughter Lynn Hepner, who is planning a celebration of Tom's 90th birthday in May. She requests that Club members share with her memories, photos, etc. of Tom's involvement in NBYC. It was suggested that a birthday card be circulated at the February General Meeting for signatures and well wishes.

Appointment of a new Board Member to fill Gary Todd's the unexpired one-year term was discussed. A prioritized list of four names was compiled and pre-approved by the Board with the understanding that Bill McHale would start with the first name on the list and call each nominee in the order approved until

he received an acceptance of the appointment. It was agreed that the new Board Member's role on the board would be to focus on needs of new NBYC members.

Secretary's note: Bill McHale's first call was to Debbie Hatt, who accepted the position offered.

The meeting was adjourned at 4:55 p.m.

Respectfully submitted,

Glenda Decker, Secretary

Note: Approved Minutes can be viewed at <http://newbernyachtclub.com/index.html>, More dropdown), Member only, meeting minutes/reports.

Based on One 13,000lb Lift with Remote Controls with Reduced Slip Fees Approximating 2.2% Return on Member Investment

Cahoon Pilings and Coastal Boat Lift with Boat Show Discount

Club pays CAMA Fee, Member pays balance

Upfront Costs

Total Estimated Cost of Lift	15,392.71
Member Initial Payment (each lift)	15,400.00
Total Club Upfront Costs (CAMA)	192.71
Additional Slip Rental \$ to meet Budget (\$4k)	3,700.00
- Stated as full slip rentals needed	2.2
Base Annual Rate for Slip with Lift	2,000.00
Base Annual Rate for Regular Wet Slip	1,600.00
Annual Club Income 26' Prorated Wet Slip Rate	1,400.00
Base Annual Club Slip-with-Lift Rental Rate	460.00
Proposed Reduced Annual Club Slip-with-Lift Rental Rate	300.00
Total Cost to Club (Opportunity Cost over 10 Yr Term plus Upfront Cost)	1,792.71

NBYC OPERATING AND CASH FLOW STATEMENT

2020													YTD Actual	2020 Budget	2020 YE Estimate
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
End Of Month Memberships														70	70
Cash Receipts:															
Initiation Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	3,500	3,500
Annual Dues	22,340	-	-	-	-	-	-	-	-	-	-	-	22,340	23,223	23,223
Slip Rental Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	4,000	4,000
Clubhouse Rentals Less Deposit Returns	350	-	-	-	-	-	-	-	-	-	-	-	350	1,800	1,800
50/50 & other Fundraisers Less Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-	3,000	3,000
Total Major Cash Received (A)	22,690	-	-	-	-	-	-	-	-	-	-	-	22,690	35,523	35,523
Other Cash Receipts:															
Ship's Store Less Expenses	10	-	-	-	-	-	-	-	-	-	-	-	10	300	300
Bar Receipts Less Expenses	(71)	-	-	-	-	-	-	-	-	-	-	-	(71)	400	400
Social Events & Activities Less Expenses	1,875	-	-	-	-	-	-	-	-	-	-	-	1,875	-	-
Miscellaneous including Interest	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Cash Received (B)	1,813	-	-	-	-	-	-	-	-	-	-	-	1,813	700	700
TOTAL CASH RECIEVED (C=A+B)	24,503	-	-	-	-	-	-	-	-	-	-	-	24,503	36,223	36,223
Expenses: Clubhouse & Grounds:															
Mortgage	815	-	-	-	-	-	-	-	-	-	-	-	815	9,780	9,780
Insurance	-	-	-	-	-	-	-	-	-	-	-	-	-	2,445	2,445
Property Taxes	-	-	-	-	-	-	-	-	-	-	-	-	-	2,727	2,727
Maintenance	95	-	-	-	-	-	-	-	-	-	-	-	95	5,000	5,000
Improvements	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Utilities	247	-	-	-	-	-	-	-	-	-	-	-	247	4,200	4,200
Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-	200	200
Total CH & Grounds Expenses (D)	1,156	-	-	-	-	-	-	-	-	-	-	-	1,156	24,352	24,352
Expenses: Dock Operations:															
Insurance	-	-	-	-	-	-	-	-	-	-	-	-	-	1,200	1,200
Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-	3,000	3,000
Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-	100	100
Total Dock Expenses (E)	-	-	-	-	-	-	-	-	-	-	-	-	-	4,300	4,300
Expenses: Other:															
Directors and Officers Insurance	-	-	-	-	-	-	-	-	-	-	-	-	-	800	800
Membership	85	-	-	-	-	-	-	-	-	-	-	-	85	700	700
Supplies	42	-	-	-	-	-	-	-	-	-	-	-	42	400	400
Public Relations	-	-	-	-	-	-	-	-	-	-	-	-	-	1,200	1,200
Administration and Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-	300	300
Total Other Expenses (F)	128	-	-	-	-	-	-	-	-	-	-	-	128	3,400	3,400
TOTAL EXPENSES (G=D+E+F)	1,284	-	-	-	-	-	-	-	-	-	-	-	1,284	32,052	32,052
NET POSITIVE/(LOSS) (H=C-G)	23,219	-	-	-	-	-	-	-	-	-	-	-	23,219	4,171	4,171
<i>Cash - First Citizens Savings</i>	-	-	-	-	-	-	-	-	-	-	-	-	-		
<i>Cash - First Citizens Checking</i>	39,719	-	-	-	-	-	-	-	-	-	-	-	39,719		
Cash On Hand - End of Month	39,719	-	-	-	-	-	-	-	-	-	-	-	39,719		
Cash On Hand (less next year's Dues)															20,671

NBYC OPERATING AND CASH FLOW STATEMENT

2019												YTD	2019	2019 YE	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Actual	Budget	Estimate
End Of Month Memberships	63	63	63	64	64	64	67	67	67	68	68	68			70
Cash Receipts:															
Initiation Fees	-	500	-	-	500	-	1,500	-	-	-	-	1,500	4,000	4,000	4,000
Annual Dues	22,875	-	-	-	281	-	-	563	156	-	-	-	23,875	23,000	23,875
Slip Rental Fees	-	-	-	800	276	-	140	-	-	-	817	-	2,033	6,000	2,000
Clubhouse Rentals Less Deposit Returns	-	-	150	400	-	-	(100)	-	-	-	(135)	50	365	800	365
50/50 & other Fundraisers Less Expenses	-	90	268	183	75	105	195	80	121	1,722	70	-	2,908	-	2,900
Total Major Cash Received (A)	22,875	590	418	1,383	1,132	105	1,735	643	277	1,722	752	1,550	33,180	33,800	33,140
Other Cash Receipts:															
Ship's Store Less Expenses	75	14	45	127	43	(132)	16	62	-	22	60	28	361	300	300
Bar Receipts Less Expenses	-	(10)	88	10	(105)	96	117	-	7	43	147	-	392	-	300
Social Events & Activities Less Expenses	(428)	66	(126)	(234)	(185)	1,050	(982)	(150)	603	(440)	592	690	458	(1,000)	-
Miscellaneous including Interest	1	144	1	1	1	1	36	-	-	-	-	-	186	1,013	200
Total Other Cash Received (B)	(352)	214	8	(96)	(246)	1,015	(813)	(88)	611	(375)	800	718	1,396	313	800
TOTAL CASH RECIEVED (C=A+B)	22,523	804	426	1,287	886	1,120	921	554	888	1,347	1,552	2,268	34,577	34,113	33,940
Expenses: Clubhouse & Grounds:															
Mortgage	815	815	815	815	815	815	815	815	815	815	815	815	9,780	9,780	9,780
Insurance	-	-	-	-	2,395	-	-	-	-	-	-	-	2,395	2,350	2,395
Property Taxes	-	-	-	-	-	-	-	-	-	-	-	2,687	2,687	2,650	2,687
Maintenance	159	368	469	571	715	2,500	2,969	1,059	177	332	962	2,669	12,950	5,000	13,000
Improvements	-	-	-	-	-	-	-	-	-	-	-	-	-	1,500	-
Utilities	362	406	484	427	307	274	260	323	288	268	263	275	3,936	4,600	4,100
Miscellaneous	-	-	110	16	43	-	-	-	-	-	-	-	169	800	200
Total CH & Grounds Expenses (D)	1,336	1,589	1,878	1,829	4,275	3,589	4,044	2,197	1,280	1,415	2,040	6,446	31,917	26,680	32,162
Expenses: Dock Operations:															
Insurance	-	-	-	-	1,150	-	-	-	-	-	-	-	1,150	1,100	1,150
Maintenance	-	-	-	-	-	-	-	-	-	272	-	639	911	1,500	800
Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-	100	-
Total Dock Expenses (E)	-	-	-	-	1,150	-	-	-	-	272	-	639	2,061	2,700	1,950
Expenses: Other:															
Directors and Officers Insurance	-	-	-	-	-	-	-	-	-	800	-	-	800	800	800
Membership	97	44	303	-	29	-	-	60	-	-	-	-	533	-	600
Supplies	-	55	8	86	29	32	37	-	39	19	-	-	304	1,400	400
Public Relations	-	64	-	-	-	350	-	-	208	-	932	-	1,554	1,200	1,555
Administration and Miscellaneous	-	-	135	-	-	68	-	-	-	-	-	5	208	-	250
Total Other Expenses (F)	97	163	446	86	58	450	37	60	247	819	932	5	3,399	3,400	3,605
TOTAL EXPENSES (G=D+E+F)	1,433	1,752	2,323	1,915	5,483	4,038	4,081	2,257	1,527	2,506	2,972	7,089	37,377	32,780	37,717
NET POSITIVE/(LOSS) (H=C-G)	21,090	(948)	(1,897)	(628)	(4,596)	(2,918)	(3,160)	(1,702)	(639)	(1,160)	(1,420)	(4,822)	(2,800)	1,333	(3,777)
<i>Cash - First Citizens Savings</i>	25,473	25,474	25,475	25,476	25,477	25,478	0	-	-	-	-	-			
<i>Cash - First Citizens Checking</i>	14,917	13,969	12,070	11,441	6,843	3,925	26,243	24,541	23,902	22,742	23,857	33,770			
Cash On Hand - End of Month	40,391	39,443	37,545	36,917	32,321	29,403	26,243	24,541	23,902	22,742	23,857	33,770			
Cash On Hand (less next year's Dues)													21,322	16,500	15,523